

**TEXAS DEPARTMENT OF STATE HEALTH SERVICES
MEAT SAFETY ASSURANCE
AUSTIN, TX**

MSA Notice	09-17	2/13/17
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**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY AND
CIVIL RIGHTS TRAINING FOR ALL MSA EMPLOYEES**

I. PURPOSE

This notice announces the mandatory Equal Employment Opportunity (EEO) and Civil Rights (CR) training that all MSA employees are to complete by **September 30, 2017**.

II. BACKGROUND

On an annual basis, all MSA employees are required to complete mandatory EEO/CR training. The topic of the training varies from year to year. The mandatory EEO/CR training identified for Fiscal Year (FY) 2017 is:

1. Understanding Limited English Proficiency (LEP) – This training provides information about employee roles and responsibilities related to interacting with customers whose first language is not English. All MSA employees are required to complete this training.
2. USDA Unconscious Bias: The Hidden Barrier – This training provides an overview of bias behaviors and how employees can prevent such behaviors. All MSA employees are required to complete this training.

III. TRAINING AVAILABILITY AND REQUIREMENTS

A. The training modules are available in the “To Do List” section of each employee’s profile page in [AgLearn](#). Level2 e-authentication is required to access this site.

IV. RECORDING COMPLETION OF THE COURSE IN AGLEARN

Employees who complete the training in AgLearn will automatically receive credit. Employees are to follow the instructions in AgLearn to print a copy of the certificate for their records.

V. QUESTIONS

Refer questions through supervisory channels.

A handwritten signature in blue ink that reads "James R. Dillon". The signature is written in a cursive style with a large initial "J" and "D".

James R. Dillon, DVM, MPH
Director, Texas State Meat and Poultry Inspection Program
Department of State Health Services